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**REQUEST FOR QUOTATION**

Date: May 2, 2024  
P.R. No. ADMIN-2024-04-04-003

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/ Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

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The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **Supply and Delivery of Furniture, Equipment with Installation of Drywall Partition and Assembly of L-Shaped Table for the PHINADO Office** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than May 5, 2024 at 5:00 PM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2024 Mayor's/Business Permit
- D. ITR 2023

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address [pscprocurement@yahoo.com](mailto:pscprocurement@yahoo.com), [procurement@psc.gov.ph](mailto:procurement@psc.gov.ph) and copy [bac@psc.gov.ph](mailto:bac@psc.gov.ph)

  
**PAULO FRANCISCO C. TATAD**  
BAC Chairperson  
Bids and Awards Committee

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
PROJECT NAME: <b>Supply and Delivery of Furniture, Equipment with Installation of Drywall Partition and Assembly of L-Shaped Table for the PHINADO Office</b>			
<b>Item 1</b>			
Steel Rack Shelves for Storing Materials , Boltless, Dimension: 120W x 45D x 183H CM – 8 pcs			
<b>Item 2</b>			
Steel Filing Cabinets, 4 drawers vertical steel filing Cabinet, Recessed Handle, Centralized Lock, Gauge: 20 fire retardant, Dimension: 90W x 45D x 138H CM – 8 pcs			
<b>Item 3</b>			
Training Table, Foldable, Laminated MDF board, Flat Edge, Steel Legs with 2nd layer, W180 x D60 x H75cm – 2 pcs			
<b>Item 4</b>			
Upholstered Chairs, Leatherette, Chair with Arm & Chrome Sled – 10 pcs			
<b>Item 5</b>			
Sofa, 3 seater – 2 pcs			
<b>Item 6</b>			
Executive Table, L-Type Glass, Top Executive Table with Mobile pedestal and side cabinet, 160W x 80D x 75H cm – 1 pc			
<b>Item 7</b>			
Executive Chair, High Back Executive, Leatherette with Armrest, with Tilting Mechanism, Gas Lift, Chrome Star Base – 1 pc			
<b>Item 8</b>			
Ergonomic Office Chairs, Mesh Chair with Movable Armrest, Tilting Mechanism and Gaslift, Chrome Star Base – 10 pcs			
<b>Item 9</b>			
Deputy Table, L-Type Executive Table with Modesty and Side cabinet Laminated Finish in Metal Legs – 1 pc Size: 120W x 60D x 75cm H Side: 80W x 40D x 65cmH			
<b>Item 10</b>			
***more on next page***			



Mirror with Stand, L42 x H160 x 40Wcm – 2 pcs			
<b>Item 11</b>			
Conference Table, Customized Oval, Laminated Finish, Dimension: 320W x 120D x 75H cm – 1 pc			
<b>Item 12</b>			
Chairs for Conference Table, Leatherette, Chair with Arm & Chrome Sled Base - 10 pcs			
<b>Item 13</b>			
Mobile Pedestal Steel Cabinet, Flushed Handle, Centralized Lock with caster wheels, with pencil tray, movable, fire retardant – 9 pcs			
<b>Item 14</b>			
Drywall with paint, Size: 288W x 180H(cm) – 1 set			
<b>Item 15</b>			
Drywall with paint, Size: 213W x 180H(cm) (with door), Size: 80W x 180H(cm) - 1 set			
<b>Item 16</b>			
Drywall with paint, Size: 408W x 180H(cm) (with door), Size: 80W x 180H(cm) - 1 set			
<b>Item 17</b>			
Drywall with paint, Size: 405W x 180H(cm) (with door), Size: 80W x 180H(cm) – 1 set			
<b>Item 18</b>			
Drywall with paint, Size: 383W x 180H(cm) – 1 set			
<b>Item 19</b>			
Drywall with paint, Size: 160W x 180H(cm) (with door), Size: 80W x 180H(cm) – 1 set			
<b>Item 20</b>			
Drywall with paint, Size: 274W x 180H(cm) – 1 set			
Inclusive of the ff:			
1.Installation of the drywall at PHI-NADO office			
2.Delivery Fee			
3.Cost of materials for the installation and assembly			
<b>Item 21</b>			
Front Panel, 4.68 Series Aluminum Profile, 4.5 Thickness Beige color endrims, Full Fabric Side Panel, Size: 150W x 120H (cm) – 16 pcs			
<b>Item 22</b>			
4.68 Series Aluminum Profile, 4.5 Thickness Beige color endrims, Full Fabric Side Panel, 60W x 120H – 13 pcs			
<b>Item 23</b>			
L-Shape Workshop Table (Front), 2.5mm thickness with pvc edgeband, Size:150W x 60D (cm) – 9 pcs			
<b>Item 24</b>			
L-Shape Workshop Table (Side), 2.5mm thickness with pvc edgeband, Size:90W x 60D (cm) – 9 pcs			
<b>Item 25</b>			
Outlet & Wiring – 9 pcs			
<b>Item 26</b>			
Tubular Legs – 9 pcs			
Inclusive of the ff:			
1.Assembly and Installation of the L-Shape Table			
***more on next page***			

2.Delivery Fee			
3.Cost of materials for the installation and assembly			
***nothing follows***			
<b>Delivery Requirement:</b>			
Can deliver within Fifteen (15) Calendar days			

**FINANCIAL OFFER:**

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>Supply and Delivery of Furniture, Equipment with Installation of Drywall Partition and Assembly of L-Shaped Table for the PHINADO Office</b>			
Approved Budget for Contract	Quantity in pc/set (A)	Offered Price per pc/set (B)	Your Total Offered Quotation (A x B)
<b>Item 1 Forty Four Thousand Pesos (PhP 44,000.00)</b>	8 pcs		In Figures: _____
<b>Item 2 One Hundred Twenty Four Thousand Pesos (PhP 124,000.00)</b>	8 pcs		In Figures: _____
<b>Item 3 Fourteen Thousand Nine Hundred Pesos (PhP 14,900.00)</b>	2 pcs		In Figures: _____
<b>Item 4 Thirty Six Thousand Pesos (PhP 36,000.00)</b>	10 pcs		In Figures: _____
<b>Item 5 Fifty One Thousand Pesos (PhP 51,000.00)</b>	2 pcs		In Figures: _____
<b>Item 6 Twenty Three Thousand Pesos (PhP 23,000.00)</b>	1 pc		In Figures: _____

<b>Item 7</b> <b>Eleven Thousand Five Hundred Pesos</b> <b>(PhP 11,500.00)</b>	1 pc		In Figures: _____
<b>Item 8</b> <b>Forty Thousand Pesos</b> <b>(PhP 40,000.00)</b>	10 pcs		In Figures: _____
<b>Item 9</b> <b>Twenty Three Thousand Pesos</b> <b>(PhP 23,000.00)</b>	1 pc		In Figures: _____
<b>Item 10</b> <b>Six Thousand Pesos</b> <b>(PhP 6,000.00)</b>	2 pcs		In Figures: _____
<b>Item 11</b> <b>Thirty Thousand Pesos</b> <b>(PhP 30,000.00)</b>	1 pc		In Figures: _____
<b>Item 12</b> <b>Forty Eight Thousand Pesos</b> <b>(PhP 48,000.00)</b>	10 pcs		In Figures: _____
<b>Item 13</b> <b>Thirty Three Thousand Three Hundred Pesos</b> <b>(PhP 33,300.00)</b>	9 pcs		In Figures: _____
<b>Item 14</b> <b>Twenty Thousand Seven Hundred Thirty Six Pesos</b> <b>(PhP 20,736.00)</b>	1 set		In Figures: _____
<b>Item 15</b> <b>Twenty Thousand Three Hundred Thirty Six Pesos</b> <b>(PhP 20,336.00)</b>	1 set		In Figures: _____
<b>Item 16</b> <b>Thirty Four Thousand Three Hundred Seventy Six Pesos</b> <b>(PhP 34,376.00)</b>	1 set		In Figures: _____



Item 17 Thirty Four Thousand One Hundred Sixty Pesos (PhP 34,160.00)	1 set		In Figures: _____
Item 18 Twenty Seven Thousand Five Hundred Seventy Six Pesos (PhP 27,576.00)	1 set		In Figures: _____
Item 19 Sixteen Thousand Five Hundred Twenty Pesos (PhP 16,520.00)	1 set		In Figures: _____
Item 20 Nineteen Thousand Seven Hundred Twenty Eight Pesos (PhP 19,728.00)	1 set		In Figures: _____
Item 21 One Hundred Thirteen Thousand Two Hundred Sixty Four Pesos (PhP 113,264.00)	16 pcs		In Figures: _____
Item 22 Forty Six Thousand Three Hundred Nineteen Pesos (PhP 46,319.00)	13 pcs		In Figures: _____
Item 23 Thirty Three Thousand Seven Hundred Fifty Pesos (PhP 33,750.00)	9 pcs		In Figures: _____
Item 24 Twenty Four Thousand Seven Hundred Fifty Pesos (PhP 24,750.00)	9 pcs		In Figures: _____
Item 25 Twenty Two Thousand Five Hundred Pesos (PhP 22,500.00)	9 pcs		In Figures: _____
Item 26 Thirteen Thousand Five Hundred Pesos (PhP 13,500.00)	9 pcs		In Figures: _____

<b>Grand Total:</b> <b>Nine Hundred Twelve</b> <b>Thousand Two Hundred</b> <b>Fifteen Pesos</b> <b>(PhP 912,215.00)</b>	<b>Total Offered Quotation</b>	In Words:
		In Figures:

**TERMS AND CONDITIONS:**

- 1) Bidders shall provide correct and accurate information required in this form.
- 2) Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3) Price quotation/s, to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7) The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 8) The PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
E-Mail Address/es